



Virginia Board for Barbers and Cosmetology
INSTRUCTOR CERTIFICATE APPLICATION
Not by examination

- To obtain instructor certificates by endorsement, applicants **must** hold a **current** Virginia practitioner license.
- An individual holding a Cosmetology Instructor Certificate may teach a nail technician and wax technician program without obtaining a separate Nail Technician or Wax Technician Instructor Certificate.

Select the license(s)/certificate(s) you are requesting.

License/Certificate	Current Virginia Practitioner License Number	By Endorsement		By Course	
		x	Trans	x	Trans
Barber Instructor (1302)	1301	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022
Cosmetology Instructor (1204)	1201	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022
Nail Technician Instructor(1207)	1206	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022
Wax Technician Instructor (1215)	1214	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022

FEE \$60.00

APPLICATION FEES ARE NOT REFUNDABLE

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card payment form (available at <http://www.dpor.virginia.gov/dporweb/creditcard.cfm>) must accompany your application package.

- Name _____

Last
First
Middle
Generation
- Social Security Number or Virginia DMV Control Number _____
State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a Social Security number or a control number issued by the Virginia Department of Motor Vehicles.
- Date of Birth _____
- Maiden Name or Former Surname(s) _____
- Street Address (PO Box not accepted) _____

City
State
ZIP Code
- Mailing Address (PO Box accepted) _____

City
State
ZIP Code
- E-mail Address _____

FOR OFFICE USE ONLY	ENTITY #	FILE #	APPLICATION #	RECEIPT #	RECEIPT DATE
	FEE \$60.00	TRANS CODE 102	LICENSE # 1		ISSUE DATE

8. **Contact Numbers** Primary Telephone _____ Ext. _____
 Alternate Telephone _____ Ext. _____
 Facsimile _____

9. **Application By Course -- Which of the following Barber, Cosmetology, Nail Technician, or Wax Technician Instructor courses have you successfully completed?**

- ☐ A course in teaching techniques at the post-secondary educational level. *Please attach transcripts and/or diploma.*
- ☐ An instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified barber, cosmetology, nail technician, or wax technician instructor in a barber, cosmetology, nail technician, or wax technician school (respectively). Please attach transcripts and/or diploma, and a written evaluation by the instructor.

10. **Application By Endorsement -- Are you currently licensed to practice as a barber, cosmetologist, nail technician, wax technician (individual or instructor) in any other state or jurisdiction of the United States?**

No ☐

Yes ☐

Attach an original Certification of Licensure (dated within the last 60 days) that must be:

1. prepared by the state board or licensing body in which you are currently licensed; and
2. mailed in an unopened envelope with the seal or signature of the state board overlaying the flap on the back of the envelope and addressed to the Virginia Board for Barbers and Cosmetology.

11. **Were you previously licensed in Virginia as a barber, cosmetologist, nail technician, or wax technician?**

No ☐

Yes ☐

Virginia License Number _____ Expiration Date _____

Virginia License Number _____ Expiration Date _____

12. **Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?**

No ☐

Yes ☐

If yes, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. **Are you applying for a temporary permit?**

No ☐

Yes ☐

If yes, please have your sponsor complete and sign the following sponsorship agreement.

Please note that in order to sponsor a temporary permit holder, the sponsor must not be the candidate's instructor but a licensed individual who will be present at all times in the salon where the temporary permit holder will be working.

I, the undersigned, agree to supervise all activities related to the instruction of barbering, cosmetology, nail for the named applicant, and shall be responsible for his/her barbering, cosmetology, nail care, or waxing activities during the time the temporary permit is in force.

Printed Name of Sponsor

Signature of Sponsor

Virginia Instructor License Number 120
(Barber, Cosmetology, Nail Technician, Wax Technician as applicable)

Expiration Date _____

14. Have you ever been convicted in any jurisdiction of a misdemeanor or felony? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; **and** any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If additional space is needed, attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understand, and complied with all the laws of Virginia related to licensure under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations* and *Wax Technician Regulations*.

Signature _____

Date _____